

# **DOE TECHNICAL STANDARDS PROGRAM PROCEDURES**

**DOE-TSPP-5**  
Revision: 4  
Date: August 1, 2000

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## **DEVELOPMENT OF A NEW DOE TECHNICAL STANDARD**

**CONTENTS**

	<u>Paragraph</u>	<u>Page</u>
1.	SCOPE .....	1
	1.1 Purpose.....	1
	1.2 Applicability .....	1
2.	DOCUMENT DEVELOPMENT .....	1
	2.1 Process Description .....	1
	2.2 Procedure for Developing a DOE Technical Standard .....	3
ATTACHMENT A:		
	SAMPLE OF COVER PAGE (DOE STANDARD) .....	5
ATTACHMENT B:		
	SAMPLE OF CONCLUDING MATERIAL PAGE .....	6

## 1. SCOPE

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### 1.1 Purpose

This procedure provides guidance for developing DOE Technical Standards.

**NOTE: Development of a Voluntary Consensus Standard (VCS) for DOE's use will follow the rules of the standards developing organization (SDO). The DOE representative to the standards-writing activity represents the Department's interests during VCS development.**

### 1.2 Applicability

This procedure applies to all DOE Headquarters and field organizations, management and operating contractors, and laboratories (hereafter referred to collectively as "DOE Components") working to the latest revision of DOE Order 252.1, "Technical Standards Program."

## 2. DOCUMENT DEVELOPMENT

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### 2.1 Process Description

The different types of DOE Technical Standards are described in DOE-TSPP-2. The following should be considered when any DOE Technical Standard is being developed.

- a. DOE Standards and Specifications should not describe commercial products or processes. Voluntary Consensus Standards (VCSs), commercial item descriptions (CIDs), or Federal standards and specifications serve this purpose.
- b. DOE Handbooks should provide guidance (consistent with their text-book style information) on the use or application of commercial products and practices within the DOE complex. (Other Federal standardization documents providing this information, such as DoD bulletins, may already exist and should be used where possible.)
- c. DOE Technical Standards Lists may be developed whenever the need arises to document a listing of technical standards or other data.

The Preparing Activity is defined by the sponsoring/approving SES manager's organization (e.g., DP-45, EH-5), however, it may actually consist of an individual or a group of individuals (e.g., a DP-45 working group or a DOE topical committee). The individual(s) may be either from the Technical Standards Manager's organization or from another organization; however, a diverse group comprising

individuals from different organizations is desirable. The Preparing Activity may also choose to designate an agent for developing the technical standard. The DOE Project Registration and Approval Request (DOE-TSPP-4) should reflect the name of the individual or the name of the chairperson of the group who will actually author the document.

The format for DOE Technical Standards is flexible to allow a clear presentation of the material to the user. In general, DOE Standards, Specifications, and Handbooks should contain the following sections or pages:

- |                                     |  |
|-------------------------------------|--|
| a. Cover page<br>(see Attachment A) | g. Text (add special paragraphs for<br>specifications to address quality<br>requirements and receipt inspection) |
| b. Table of contents page           | h. Appendixes (as needed)  |
| c. Foreword                         | i. Index (as needed)   |
| d. Introduction/Purpose             | j. Concluding material page (see<br>Attachment B)  |
| e. Applicability                    |  |
| f. References                       |  |

DOE Technical Standards Lists may contain any format that appropriately conveys the intent of the document. The cover page, table of contents, foreword, and concluding material page should be included. Refer to Attachment B of DOE-TSPP-8 for additional format guidance related to development of the camera-ready final document. The format of Technical Qualification Standards processed under the Technical Standards Program is outlined in the Federal Technical Capability Manual (DOE M 426.x-1). Guidance on the format of Information Technology standards is outlined in the Information Architecture Program.

DOE G 241.1-1, "Guide to the Management of Scientific and Technical Information," addresses distribution statements. Distribution statements appear on the cover page of all draft and approved DOE Technical Standards. The Preparing Activity evaluates each standard against the criteria in DOE G 241.1-1 during development to determine whether the release of the information should be restricted. When the information is determined to be restricted, the appropriate distribution statement from DOE G 241.1-1 is placed on the document cover page. When the information is unrestricted, the standard cover shall be marked with the following statement on the last line above the bottom margin:

**DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.**

Because DOE Technical Standards can facilitate technology transfer to the private sector, the Preparing Activity is encouraged to avoid including restricted information that would unnecessarily limit dissemination and application of the document.

## 2.2 Procedure for Developing a DOE Technical Standard

The following paragraphs describe the typical sequence of events that occur during the development of a new DOE Technical Standard. The process is shown on the flowchart in Figure 1.

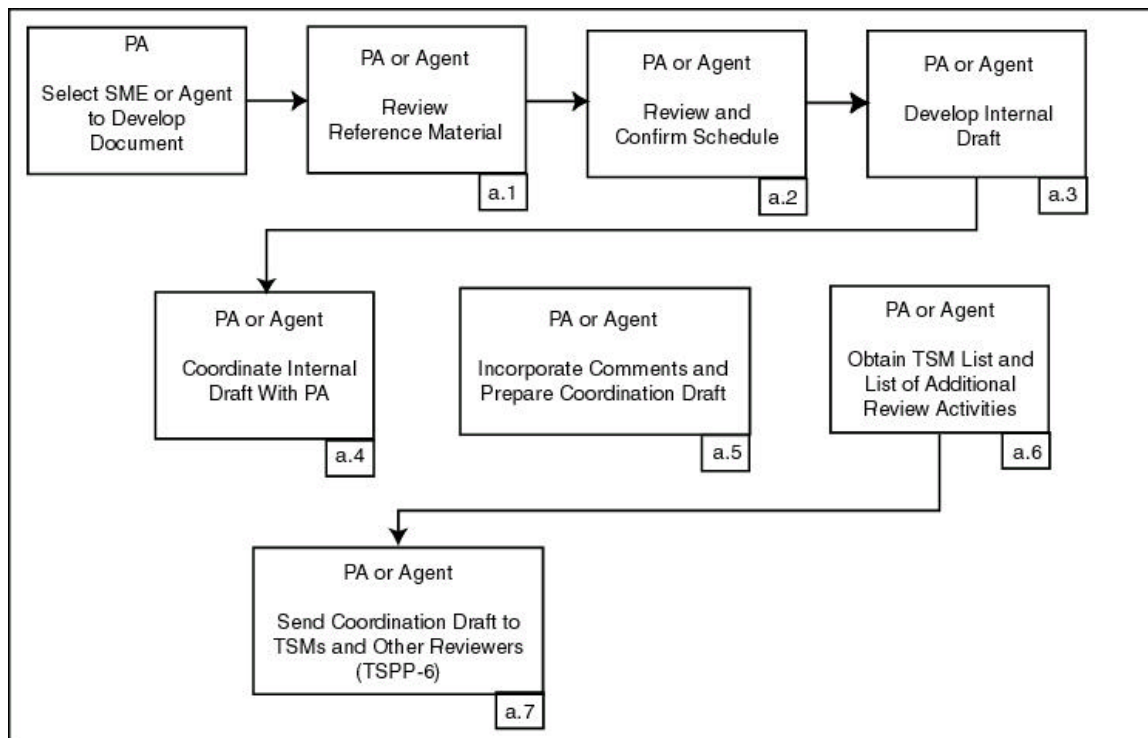
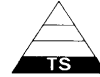


Figure 1. Developing a technical standard.

Person(s) Responsible	Action
a. Preparing Activity or Agent	<ol style="list-style-type: none"> <li>1. Perform a review of the established technical criteria and outline the standard.</li> <li>2. Verify the preparation schedule and inform the Technical Standards Manager and the Technical Standards Program Office of any changes so that the project registration form and the Technical Standards Information System data base can be updated.</li> <li>3. Prepare an internal draft of the technical standard using the format guidance in paragraph 2.1.</li> <li>4. Coordinate the internal draft with the</li> </ol>

Person(s) Responsible	Action
	<p>Preparing Activity.</p> <p>5. Incorporate Preparing Activity comments and prepare the coordination draft.</p> <p>6. Consult with the Technical Standards Manager and the Technical Standards Program Office to identify the appropriate Review Activities.</p> <p><b>NOTE: Selected individual subject matter experts, DOE topical committee representatives, and line managers of the DOE Components may be sent a copy of coordination memorandums and draft technical standard(s) for the review/comment phase, in addition to organizational TSMs. For full coordination, all technical standards must be sent to the Technical Standards Manager for each DOE Component. (Refer to the Technical Standards Program Home Page or contact the Technical Standards Program Office for the most recent list).</b></p> <p>7. Distribute the coordination draft of the prepared document with the comment sheet (DOE F 1300.6) and associated instructions to the Review Activities. DOE-TSPP-6 provides information on the coordination process.</p>

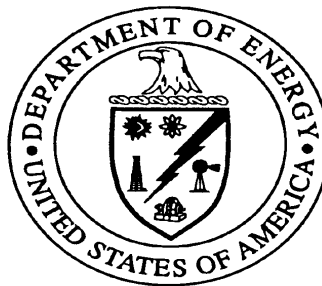
**ATTACHMENT A  
SAMPLE OF COVER PAGE (DOE STANDARD)**



**INCH-POUND**  
DOE-STD-3014-96  
October 1996

**DOE STANDARD**

**ACCIDENT ANALYSIS FOR AIRCRAFT  
CRASH INTO HAZARDOUS FACILITIES**



**U.S. Department of Energy  
Washington, D.C. 20585**

**AREA SAFT**

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

**ATTACHMENT B  
SAMPLE OF CONCLUDING MATERIAL PAGE**

DOE-STD-3014-96

Concluding Material

Review Activities:

DOE

DP  
EM  
ER  
FE  
FM  
LM  
NE

Preparing Activity:

DOE-DP-31

Project Number:

SAFT-0030